



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

DIRECTOR/PRINCIPAL (GMG/SEG 5) – VACANT CARIBBEAN REGIONAL DRUG LAW ENFORCEMENT TRAINING CENTRE

SALARY SCALE: \$3,564,000.00 – \$ 4,236,476.00
Travelling Allowance \$1,697,148.00 Per Annum with Motor Vehicle;
\$678,864.00 Per Annum without a Motor Vehicle;

JOB PURPOSE:

The incumbent will be responsible for strengthening the capacity of law enforcement personnel in the Caribbean Region (i.e. Customs, Police, Defence Forces, Coast Guards, Prosecutors and relevant Officials of Governmental and non-Governmental entities) through the establishment of anti-narcotic/law enforcement training.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Plans, organises direct and control the operation of the Centre
- Manages the resources required for the operation of the Centre in accordance with Government regulations
- Recruits, assigns, appraises and develops a cadre of professional staff with specialized skills to deliver the Centre's academic programmes
- Implements strategies to optimize resources to meet the training needs of the English speaking Caribbean States as well as organisational needs and assign staff appropriately.
- Liaises with Agencies involved with drug control law enforcement and other trans-national crimes in each country to include Customs, Police, Defence Forces, Coast Guards, Prosecutors and relevant officials of governmental and non-governmental entities and respective Ministries concerning identification of training needs and the development of and their participation in training courses.
- Prepares annual work plans for approval and implementation
- Designs appropriate monitoring systems and conducts periodic evaluations of the effectiveness of both the training and administration of the Centre.
- Provides support and advice to visiting consultants in the review and upgrade of course materials
- Submits periodic reports as required
- Ensures the physical and financial assets of the Centre are effectively managed
- Responds to local, regional and international requests
- Represents the Centre/Ministry as required at local, regional and international fora
- Ensures the preparation of the Centre's annual budget
- Ensures the Centre's budget is managed in accordance with stated regulations
- Approves recurrent expenditure in accordance with stated guidelines
- Recommends approval for capital expenditure
- Provides leadership through strategic planning, delegation and communication
- Ensures the Ministry's strategic goals are clearly communicated to staff
- Monitors and reviews the performance of staff to ensure agreed targets are achieved

MINIMUM QUALIFICATION AND EXPERIENCE:

- Masters Degree in Education, Management Studies or related area
- Eight (8) years experience in a Senior Management position particularly in the Security environment.

SPECIFIC KNOWLEDGE & SKILLS:

- International Law
- Anti-narcotic Crime Control
- Knowledge of regional/global Drug trends
- Transnational organized crime control
- Ability to simultaneously carry out a large variety of tasks and demands;
- Good knowledge of operations in Government;
- Knowledge of the Official Secrets Act, Public Services Regulation, Staff Orders of the Public Service and the Access to Information Act;
- Knowledge of Government Protocol and the Budget Processes;
- Proficiency with Microsoft Office Suite, Internet and Outlook;
- Excellent research and consultation skills;
- Excellent oral and written communication skills;
- Excellent analytical thinking, problem solving & decision making skills;
- Excellent interpersonal skills;
- Ability to use initiative;
- Excellent planning & organizing skills;

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Maybe required to work beyond regular hours;
- Occasional local travelling;
- Access to confidential information within scope of authority;

Interested persons should forward their applications and résumés **NO LATER THAN Friday, October 15, 2021** to the:

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor NCB North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Director, Principal (GMG/SEG 5)

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted